DIRECTIONS FOR THE USE OF THE WEEKLY CONTRIBUTION REGISTER

(1) Assign to each contributor a number, and place his name opposite that number on the register. Let that be his number as long as he remains a contributor.

(2) Enter opposite his name the amount he agrees to give.

(3) Furnish each contributor with a package of small envelopes numbered with his number. If possible date each envelope so that there is one for every week. If one is left unused it is a reminder that the contribution for that week is unpaid.

(4) Fill in the date of the quarter ending and the names of months at the head of page, and the date of each Sunday in the month.

(5) Enter each contribution under the proper date as soon as the envelope is opened. Add up and the total should equal the cash when counted. If a church has a large roll of contributors it is well to keep a page at the end for the totals of the pages so that a total is easily made without the carrying forward of figures from page to page.

(6) At the end of the quarter total each member's contributions, strike a balance on each, either paid up paid in advance or in arrears, to carry forward to next quarter.

(7) Render to each contributor a statement showing his standing giving the following items:

Balance due from last quarter	$ 75
Pledge for the quarter	3 25
Total	$ 4 00
Total contributions for the quarter	$ 3 50
Balance due	50

This keeps each member in close touch with his financial obligations to the church. Instead of the individual statement some congregations perfer to publish for distribution among its members a quarterly statement showing the amount contributed for the quarter.

(8) Should any Treasurer wish to run two years on one writing of the names, cut off alternate long leaves.

Compliments of
C. A. Fleming
1943

REGISTER

—OF—

WEEKLY CONTRIBUTIONS

—FOR—

CHURCH

Beginning..... 19

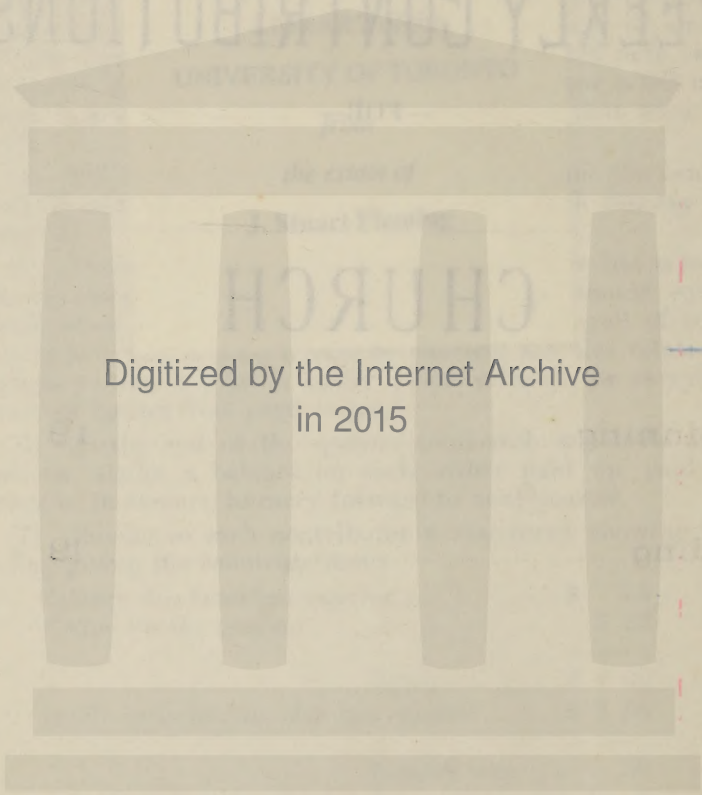
Ending..... 19

—BY—

C. A. FLEMING, F. C. A.

PRINCIPAL NORTHERN BUSINESS COLLEGE

OWEN SOUND, ONTARIO.



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Quarter Ending 19

MONTH OF						TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL		NAME	NUMBER

Register of Weekly Contributions.

NUMBER	NAME	SUBSCRIPTION		MONTH OF					MONTH OF					MO

Quarter Ending 19

MONTH OF					TOTAL FOR QUARTER	ARREARS LAST QUARTER	BALANCE TO NEXT QUARTER	MISSIONS OR SPECIAL

Register of Weekly Contributions.

SUBSCRIPTION		MONTH OF					MONTH OF				

Quarter Ending 19

MONTH OF					TOTAL FOR QUARTER	ARREARS LAST QUARTER	BALANCE TO NEXT QUARTER	MISSIONS OR SPECIAL

Register of Weekly Contributions.

SUBSCRIPTION		MONTH OF					MONTH OF				

Quarter Ending..... 19

ONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIPTION	MONTH OF					MONTH OF				

Quarter Ending 19

MONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIPTION		MONTH OF					MONTH OF				

Quarter Ending..... 19

IONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIP-TION		MONTH OF					MONTH OF				

Quarter Ending..... 19

ONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIP-TION	MONTH OF					MONTH OF				

Quarter Ending 19

MONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIPTION	MONTH OF					MONTH OF				

Quarter Ending 19

IONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIPTION		MONTH OF					MONTH OF				

Quarter Ending 19

ONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIPTION		MONTH OF					MONTH OF				

Quarter Ending 19

MONTH OF					TOTAL FOR QUARTER		ARREARS LAST QUARTER		BALANCE TO NEXT QUARTER		MISSIONS OR SPECIAL	

Register of Weekly Contributions.

SUBSCRIPTION		MONTH OF					MONTH OF				